MSDOS

SBM 86

Small Business Management

Point of Sale
Inventory Control

Features:

Unlimited Items (parts), Accounts, Vendors.
Inventory, Account, and Sales Reports.
Track up to 30 Salespersons.
Ten progammable tax rates.
Produces invoices, quotes, purchase orders, turn reports, mailing labels, price labels, and more.
Support for optional cash drawer.

TABLE OF CONTENTS

1. INTRODUCTION

This product is intended for the exclusive use of its purchaser, in one location, on one system. Copying this product for use in more than one location, or for sale or distribution is in violation of federal copyright laws. If multiple copies for other than backup are required, they must be purchased.

All programs included with this product are in file format, and can be moved onto the media you choose to use. The disk is write protected when shipped. Refer to the owners manuals for information on duplicating disk and files. Make a backup of the program disk as soon as possible. DO NOT use the master program disk to setup your system on.

2. SYSTEM REQUIREMENTS

PC/AT computer System.
One compatible printer capable of at least 125 characters per line.
Optional serial cash drawer.

3. CAPACITIES

Parts (items) - 32,767 per inventory file, unlimited number of files.
Accounts - 32,767 per account file, unlimited number of files.
Vendors - 32,767 per vendor file, unlimited number of files.
Estimated capacity per media:
360K drive - 2000 records. 720K drive - 4000 records. 1.2MB drive - 6500 records
20MB hard disk - 110,000 records

4. GETTING STARTED

Throughout this manual we will refer to 'entering' data. This generally means to end the input by pressing 'Return'. When the manual refers to 'pressing a key', this generally means to press the key without pressing 'Return'. Updates to this manual, if any, will be placed in a file on the system disk named 'README.DOC'. Read this manual completely before using the system.

Referring to the System Owners Manuals, format a blank diskette, and make a backup copy of the master disk. If you are using a hard disk, we will assume that you are familiar with its operation. If you are going to use a separate directory (we recommend it), create it at this time. Copy the program file (SBM86.EXE) to the destination media or directory. The location of the program will be the default location that the system will use to record and retrieve information, although the system is not limited to this location. Refer to your DOS manual and set the PATH so DOS commands are availible. You are now ready to use the system.

From the DOS prompt, enter 'sbm86' and press Enter. When the program has finished loading, install the data disk in the drive that the program was loaded from, and press Enter. The first time the

program is ran, it will automatically go to System Setup, afterwards, the program will wait for the date at the introduction screen. See para. 5.

5. THE INTRO SCREEN

The introduction screen will display the title and ask for the date with the prompt "Todays Date (mm-dd-yy) ?". Enter the month, day, and year as follows; 01-25-86 would be January (01), 25th (25), '86 (86). Dec. 1, 1986 would be 12-01-86. Pressing the Return or Enter key, without entering any data, will leave the date as displayed.

6. THE MAIN MENU

MAINTENANCE	REPORTS	POINT OF SALE	LABELS
A Add Inventory	P Inventory	1 Sale	7 Vendor
B Add Vendor	Q By Vendor	2 Returned Stock	8 Account
C Add Account	R By Group	3 Totals	9 Part
D Edit Inventory	S Price List	4 Quote	
E Edit Vendor	T Re-order List	5 Close Out Day	
F Edit Account	U Turn Reports	6 Cash Register	
G Purchase Order	V Sales Reports		
H Receiving	W Vendor List		
I Credit Account	X Accounts List		
J System Setup	Y Statements		
K DOS Shell	Z Expenses		
L Exit Program			

The system date and time are displayed at the bottom of the main menu screen.

6.1 Add Inventory (Selection A)

Press 'A' and the inventory files will be displayed (if any exist) and you will be asked to enter the prefix of the inventory file of which you want to add the inventory record in. Pressing Enter, without any other entry, will return you to the main menu. Next you will be prompted to enter an item number. This is the record number within the file that the system will start searching for an empty or deleted record to add your item. Entering '1' will always find the first empty or deleted record to add your item. But, lets say that you already have 500 items entered in this file. Searching 500 records to get to empty one at 501 will take a certain amount of time. So, if you know that you have about 500 items already in the file, you may want to enter a number just under that amount, say '490'. This will speed up entry by not having to look at all the other records in front of it. Once an empty record is found, and you have entered the item, the system goes to the next empty record from that point. NEVER leave empty records between used records in ANY of the files. AN EMPTY RECORD is seen as the last entry in the file by the system.

When an empty record is found, the Add Inventory screen will be displayed. The prefix and item number will be displayed, and the cursor will be to the right of part number. Enter the item part number and press Enter. If you make a mistake and you have already pressed Enter, just continue down the record, you can correct all your mistakes later. Next, enter the description (40 characters maximum), the location of the item, the quantity you have, how many you have on order, how much each one cost, your normal sale price, the re-order point, the product group, how many you have sold and for what total amount, and finally the vendor number from your vendor list.

Below, we will try and explain the contents of the inventory record:

Item Number - consist of prefix and record number, systems primary identifier.

Part Number - consist of user defined alpha-numeric input, systems secondary identifier.
Description - Describes this item.
Location - Where it is located. (under counter, section A3, etc.)
* Quantity - Quantity in stock.
* On Order - Quantity on order.
* Cost - Your real or abstract cost.
Sale Price - The default sale price of the item.
Re-order Point - When quantity falls below this point, this item will be printed on the re-order list.
Group - Serves as a means of grouping items. Also serves as a tax guide. Any item with a group number less than '5000' is non-taxable in any sale.
* Sold - The number of these items sold since last turn report cleared.
* Amount - The amount of money collected since last turn report cleared.
G.P.M.% - The standard calculation of the Gross Profit Margin.
Vendor # - The number assigned to the vendor in the vendor file.

* Denotes automatic update with corresponding transaction.

After you have entered all the data for the item, the record will be re-displayed and you will be asked if it is correct. If all the entries are correct, press 'Y', and the next empty inventory record will be displayed, ready for input. If you press any key other than 'Y', then you will be prompted to enter the record again. Just press Enter on any item that you do not want to change, or re-enter the data for that item. The record is not saved until you have pressed 'Y' when asked if it is correct.

When you have entered all the items that you want to enter, enter '*' for the part number and press Enter. You will then go back to the Main menu.

6.2 Add Vendor (Selection B)

Press 'B' and the vendor files will be displayed (if they exist) and you will be asked to enter the prefix of the vendor file that you want to add the entry to. Pressing Enter, without any entry, will return you to the main menu. Next, you will be asked to enter the vendor number. This like the item number in 6.4 is the point that the system starts searching for an empty record.

When an empty record is found, the Add Vendor screen will be displayed. The vendor number will be displayed, and the cursor will be to the right of 'Name'. Enter the vendors name and press Enter. Next, enter the address of the vendor using the 'Option' line and 'Address' line if both are needed. Next. enter the 'City', then the 'State', the 'Zip Code', and finally the 'Country'. If you do not want to use some of the lines, just press Enter on them.

Here is the vendor record capacities and example:

Name - (40 character max):	Newell Industries
Option - (40 characters max):	214-442-6612

Address - (40 characters max):	P.O. Box 253
City - (20 characters max):	Wylie
State - (5 characters max):	TX.
Zip - (15 characters max):	75098
Country - (20 characters max):	USA

The procedure for saving the record, advancing to another record, and returning to the menu, are the same as the inventory item, except that you enter the asterisk '*' when asked for the name, to return to the main menu.

6.3 Add Account (Selection C)

Press the 'F' from the main menu, or '+' when asked for the account prefix from the 'Quote' or 'Sale' portion of the menu, and the account files will be displayed (if they exist) and you will be asked to enter the prefix of the account file that you want to add the account in. Pressing Enter, without any entry, will return you from where you came, either the main menu or the point of sale portion of the program. Next you will be asked to enter an account number. This, like the inventory and vendor sections, is the point that the system will start searching for an empty record.

Once an empty record is found, the Add Account screen will be displayed. The Account number will be displayed, and the cursor will be to the right of 'Name'. Enter the account name, option line, address, city, state, zip code, and country the same as in the vendor record. Next enter the amount of purchases, and amount paid (if this data is available and desired, otherwise just press Enter on these items). Next, enter the terms of the sale for this customer (cash, cod, net 10, etc.).

The length of the entries are the same as the vendor record with regards to the same data fields. In the account record, 'Terms' is limited to 20 characters. The 'Balance' and 'Last Invoice' (date) are maintained by the system and do not require entries. 'Purchases' and 'Paid' are also maintained by the system. They can be edited, but the need for this should not arise.

The procedure for saving and advancing the record are the same as the two previous functions. Pressing the asterisk '*' when the cursor is beside the 'Name' will either return you to the main menu, or the point of sale portion of the program, depending on where you entered this function from.

6.4 Edit Inventory, Vendor, Account (Selections D, E, and F)

Because these functions are identical in operation, we will give the procedure used for all of them. Press D, E, or F, from the main menu and the related files will be displayed and you will be asked to enter the prefix of the file. Pressing Enter, without any entry, will return you to the main menu. Next, you will be asked to enter the item, vendor, or account number. If you enter '0' zero for the number, you will then be asked to enter the part number or name. To find a part, you must enter the whole part number. For a vendor or account you can

enter any part of the name and the system will stop at the first match. Press 'c' to try for another match. When this criteria is met, the system will display the appropriate record if found.

At the bottom of the screen you will see '(E)dit, (S)ave, (D)elete, (F)orward, (B)ack, (N)ext, (Q)uit'. Press 'E' to edit the record. Press 'S' to save it after you have edited it. Press 'D' to delete this record (only certain fields will be cleared so the system can recognize it as a deleted record). To delete a record, you must hold the shift key down or have 'Caps Lock' on. Press 'F' to go forward one record. Press 'B' to go back one record. Press 'N' to go to another prefix file. Pressing 'Q' will return you to the main menu.

The same procedure is used to edit the records that was used to add them initially, except that you must save them, once you have edited them, before the edited record becomes permanent.

When searching for an account record by name, The system will stop at the first match of the entry anywhere within the name. If you entered 'John', the system would stop at the first record that had 'John' anywhere in it. For example; 'Albert Johnathan Jones' would match. If the record found is not the one that you want, press 'c' to continue for the next match.

6.5 Purchase Order (Selection G)

Press 'G' from the main menu to generate a purchase order. The purchase order number will be displayed, and you will be asked for the vendor prefix. Enter the vendor prefix and press Enter. Next, enter the vendor number and press Enter. If you enter '0' zero for the vendor number, the system will ask you to enter the vendors name.

When the record is found, the vendor will be displayed on the screen, and you will be asked if it is correct. Pressing 'Y' will generate the purchase order. Next, you will be asked to enter the item prefix and number. If '0' zero is entered for the number, you will then be asked for the part number.

When the record is found, it will be displayed on the screen and you will be asked how many you want to order. Pressing Enter, without entering a quantity, will cancel this item and ask you for another. Once the quantity is entered, you will asked for the cost of each. Enter a value and press Enter. You will be asked if this is correct. Pressing 'Y' will print the item to the purchase order and update the inventory record to show the quantity on order. You will now be asked to enter another item.

When you have placed all the items on order that you want, enter an asterisk '*' when you are asked for the item prefix. You will then be asked to enter the terms of the order, an authorization, and shipping charges. When the system has completed the purchase order, you will be returned to the main menu.

The purchase order option has been updated to provide an account number entry. The date is now printed on the PO. You may also now take a discount on your total order. When prompted for the discount, enter

any amount and that amount will be subtracted from the total, or, enter a minus number for a percentage discount. Entering '10' would subtract $10. Entering '-10' would subtract 10%.

6.6 Receiving (Selection H)

If you press 'H' from the main menu, you will be asked to enter the inventory prefix and item number. If '0' zero is entered for the item number, you will then be asked to enter the part number.

When the record is found, it will be displayed, and you will be asked to enter the quantity you are receiving. Next you will be asked to enter the cost each. Now you will asked if you want to use cost averaging. Press 'Y' if you do, 'N' if not. Using cost averaging will give you the average cost of the parts you have in stock with the new stock. Next, you will be asked if this is correct. Pressing 'Y' will update the inventory record, any other key will ask for another item.

Press Enter, without any other entry, when asked for the prefix, to return to the main menu.

6.7 Credit Account (Selection I)

Press 'I' to credit an account with a payment. You will be asked to enter the account prefix and number. If '0' zero is entered for the account number, you will be asked to enter the account name.

When the record is found, it will be displayed to the screen, and you will be asked to enter the amount received. DO NOT use the dollar sign when entering data anywhere in the system. It will generate an input error, and you will be asked to re-enter the data. When the amount has been entered, you will be asked if it is correct. Press 'Y' to credit the amount entered to the account. You may also enter a minus (-) number to remove a payment or part of one.

Press Enter, without any other entry, when asked for the prefix, to return to the main menu.

6.8 System Setup (Selection J)

This is where you enter your company information. Press the letter 'J' and you will see the system information. On the initial system, it will be blank or 0. At the bottom of the screen you will see (E)dit, (C)ontinue, (R)eturn ? . This simply means to push 'E' if you want to enter or change some information that is on the screen, Press 'C' to continue to the next part of the setup, or press 'R' to return to the main menu.

If you press 'E', you will notice the cursor to the right of "Company" on the screen. Enter your company name, the way you want it to appear on the invoices etc., then press Enter. Next, enter your company street address and press Enter. Next enter your companies city, state, and zip code and press Enter. These three lines of information will except data up to forty characters long. Next enter any misc.

information you would like printed with your company name and address (phone number, open 9-5, etc.).

Next you will be at the date. Enter the proper date or just press Enter if it is the correct date. Next, enter the number you want to be on the next invoice that is generated by the system. This MUST be a number, and no more than ten digits in length. Next enter the number that you want assigned to your next purchase order. This also must be a number of no more than 10 digits.

Next, beside TAX RATES (0-9) you will see a '0', some numbers, and a question mark. The zero represents the '0' key, the other numbers represent the tax rate for that key. Below this, all the rates are displayed. Enter the tax rate that you want assigned to the '0' (zero) key on the keyboard. Since this is the largest key on the keypad, you might want to enter the tax rate that you use the most, or a '0' (zero) for non-taxable. Sample entries are: tax rate = 6 1/8% - enter .06125; tax rate = 5 3/4% - enter .0575. If you only have one tax rate, you can assign it to one or more keys and assign zero to the rest. Once you have entered the tax rate for the zero key, the zero to the left of the question mark will change to one. Now assign tax rates to the rest of the keys. If the tax rate is correct, just press Enter for that rate key. After entering the last tax rate, the screen will be updated to show the entered information. To save this information, you must press 'C' to continue. A simple prompt asking you if you want to clear the totals will be displayed. The totals referred to are all taxes collected (not rates), all salespersons, all other sales related totals. In other words, this will purge the system. On the initial setup, this is the intent, so if you are setting up the system to use, press 'Y', otherwise be aware that you will lose ALL of your sales data if 'Y' is pressed. After pressing a key, the system will create a file named "SETUP.DAT" in/on the default directory/drive. This file will contain critical information during system use and is updated with every sales related transaction. Do not delete it.

6.9 DOS Shell (Selection K)

If for some reason you need to get to DOS, say to change the time or date, pressing 'K' from the main menu will get you back to the DOS prompt. Once you have concluded what you wanted to do, enter 'exit' at the DOS prompt, and control will be returned to the SBM 86 program.

6.10 Exit Program (Selection L)

Selecting 'L' from the main menu will simply exit the program and return you to the DOS prompt. You should ALWAYS exit the progam in this manner before turning system power off.

7. Reports (Also see Sorts, Section 10)

7.1 Inventory (Selection P)

When you press 'P' from the main menu, you will be asked to enter the prefix of the inventory file that you want to print. Pressing Enter without any other entry, will return you to the main menu. Be sure to have the printer on whenever you choose any of the options in the main menu.

Note:
At the end of all the inventory reports, a total cost, and total retail value of the items will be printed.

7.2 By Vendor (Selection Q)

When you press 'Q', you will be asked to enter the inventory prefix and the vendor number. Once entered, all the inventory records within the file that matches the prefix and the vendor number will be printed.

7.3 By Group (Selection R)

When you press 'R', you will be asked to enter the inventory prefix and the group number. The inventory report will contain all the items that matches the prefix and group number.

7.4 Price list (Selection S)

When you press 'D', you will be asked to enter the inventory prefix. Once entered, a price list of all the items in that inventory file will be printed.

7.5 Re-order List (Selection T)

When you press 'T', you will be asked to enter the inventory prefix. Once entered, all the inventory records with that prefix that are below the re-order point, and not on order, will be printed to the report.

7.6 Turn Reports (Selection U)

When you press 'U', you will be asked to enter the prefix of the inventory file that you want a turn report for. Once entered, you will be asked if you want to clear the totals. Press 'Y' to clear the totals, otherwise the records will just be printed and the sales information for each item will not be cleared. If 'Y' is pressed, the quantity sold and the amount will be cleared to zero on every inventory item that is printed. The turn report is very useful for finding slow moving stock, determining commissions or royalties, or just for seeing how your products are selling.

At the end of the turn report, cost of goods sold, amount for goods sold, and the gross profit will be printed.

7.7 Sales Reports (Selection V)

When you press 'V', a sub-menu will be displayed. The four options are, 1 Salesperson, 2 Period, 3 Annual, and 4 Return to Reports Menu. Once a selection is made, you will be asked if you want to clear the totals. If you press 'Y', all the related totals will be cleared.

Below is a summary of the reports.

Salesperson:
Simply prints a list of all the salespersons, and the amount that they have sold since this report was last cleared. Salespersons with a 0 record will not be printed.

Period:
Prints annual, period, and taxable sales. Also prints sales taxes for each tax rate key, and the total sales taxes. If cleared, everything will be cleared except the annual sales total.

Annual:
Same report as Period, except the annual sales total will also be cleared.

7.8 Vendor List (Selection W)

When you press 'W', you will be asked to enter the vendor prefix. Once entered, a list of all the vendors in that prefix will be printed.

7.9 Accounts List (Selection X)

When you press 'X', you will be asked to enter the accounts prefix. once entered, a list of all the accounts in that prefix will be printed.

7.10 Statements (Selection Z)

When you press 'Z', a sub-menu will be displayed. The options are, 1 All Accounts, 2 Outstanding Accounts, 3 Selected Account, and 4 Return to Main Menu.

1 All Accounts:
Enter the account prefix and starting account number. Statements for all the accounts in that prefix, starting with the account number entered, will be printed.

2 Outstanding Accounts:
Enter the account prefix and starting account number. Statements for all the accounts in that prefix, starting with the account number entered and having a balance of more than zero, will be printed.

3 Selected Account:

Enter the account prefix and account number. A statement for that account will be printed.

8. Point of Sale

8.1 Sale (Selection 1)

Press '1' to make a sale. You will be asked to enter the salesperson number. This must be a number between 1 and 30 or you will be returned to the menu.

Next, you will be asked to enter the account prefix. Pressing Enter without any other entry will generate a cash sale. This will be displayed and you will be asked if it is correct.

Entering the plus '+' sign and pressing Enter would tell the system that you want to add a new account. The system will now detour to the Add Accounts portion of the program. You will be asked to enter the account prefix of this new account, and you would enter it just as you would if you had selected the Add Accounts function of the main menu. Once you have entered the new account and exited the add accounts portion (see Add Account), the account will be displayed and you will be asked for a purchase order number.

Enter the account prefix, and you will be asked to enter the account number. If you enter a good number, the account will be displayed and you will be asked for the purchase order number.

Enter zero '0' for the account number and you will be asked for the account name. This is in case you don't know the account record number. Enter all or part of the account name and the system will search the account file designated by the prefix for a match of the name that you entered. The name entered must be exact, including capital letters and punctuation for the system to find a match. The System will stop at the first match, display the account, and ask for a purchase order number. If the system can't find a match, it will return you to the point where you are asked for the salesperson number. Remember that this is a secondary method of finding an account. It will take the system time to search. Use the proper account number whenever possible.

Next, enter the purchase order number or authorization. You will be asked if this is correct. If everything is correct so far, press 'Y'. Pressing any other key will abort the sale. If you press 'Y', then the invoice will be generated.

Next, you will be asked for the item prefix. Enter the prefix of the item you want on the invoice. Now enter the item number. The item will be displayed, and you will be asked how many you are selling. Entering a minus number for 'How Many' will subtract these items from the sale.

If you do not know the item number, enter zero '0'. You will now be asked for the part number. Enter the part number and the system will search the inventory file for it. Again, this is a secondary method of finding the item, and the time required could be several seconds. Although, probably much faster than having to look up the item number manually.

Next, you will be asked for the sale price. Enter the price and

this amount will be used. Just press Enter, and the sale price in the record will be used. Or, enter a minus '-' number, and the sale price in the record will be discounted by that percentage. Example: Sale price in record is $100.00. You enter '-10' for the sale price. The amount charged will be $90.00 ($100.00 minus 10%).

Next, the system will display the quantity and amount each of the item, and you will be asked if this is correct. Press 'Y' if it is correct. Any other key will abort this item and ask for another. When you have entered all the items you want on the invoice, press Enter, without any other entry, when asked for the item prefix.

Next, you will be asked for the tax rate. Press the number key that is the correct tax rate for this sale. These are the rates that you entered in the system setup. The tax rate will be displayed. If you have forgotten an item, simply press any key other than a number key, and you will be able to add more items to the sale.

Next, the amount due will be displayed and you will be asked to enter the amount paid. Enter the amount that you received. If there is any change, it will also be displayed.

Next, you will be asked for the terms of the sale. Enter the terms, or just press Enter to leave them as they are displayed.

Finally, you will be asked if this is correct. If it is, press 'Y'. Otherwise you will go back to where you can enter more items on the sale. Once the invoice has completed printing, you will be returned to the main menu.

You can get copies of the last Invoice or Quote by pressing 'Ctrl I' from the main menu. For this function to work, the DOS Command files must be accessable. See PATH in DOS manual.

8.2 Returned Stock (Selection 2)

Press '2', and you will be asked to enter the item prefix and item number. Enter '0' for the item number if you do not know it. you will then be asked for the part number. When the record is found, it will be displayed and you will be asked how many you are returning.

Next, you will be asked for the price. You must enter the price. There is no defaults. Next, enter the tax rate. This is the tax rate key (0-9) that reflects the tax rate. Next, enter the salesperson number that is on the invoice. Next, enter the account prefix. Just press Enter if it was a cash sale, not assigned an account number. Next, enter the account number.

When you have completed all the above entries, you will be asked if they are correct. If you press 'Y', all the appropriate records will be updated, otherwise, you will be returned to the menu.

8.3 Totals (Selection 3)

Pressing '3' will simply display the annual, period, and daily

sales totals on the screen. Press any key to continue.

8.4 Quote (Selection 4)

The quote functions the same as Sale, except that none of the inventory items, or sales data is affected. The results are just a printed quote. You can add accounts with this function, as in a sale. No other information is retained.

8.5 Close Out Day (Selection 5)

Press '5', and you will asked asked if you are sure you want to close out the day. Press 'Y' if you do.

A daily sales report will be printed showing the daily cash sales, the daily taxable cash sales, the total daily sales, the cost of goods sold, the gross profit, and a salesperson report. All the daily sales information will be cleared. The salesperson information is not a daily sales report, but salesperson activity since it was last cleared. The daily sales information is only cleared using this function. If you do not close out the day, this sales information will continue to accumulate.

8.6 Cash Register (Selection 6)

Press '6' and you will be asked to enter the salesperson number. Next enter the item prefix and number of the product to be sold. The item will not be displayed. Enter how many you are selling and the price each. The same rules apply to this as they do to an invoice sale. Press 'Y', when asked if this is correct. When all items are entered, press 'Return' when asked for item prefix. Complete the sale by entering the tax rate and amount paid. The change will be displayed, and you will be asked if this is correct. Press 'Y' and the receipt will be completed and the cash drawer will open.

8.7 Cash Drawer (Optional)

Support for a cash drawer connected to the RS 232 (serial) port has been added. The cash drawer supported is any Indiana Cash Drawer Co. drawer with the SOP option, or any other that supports this same scheme. Cash drawers may be purchased from your dealer or direct from Newell Industries.

When properly connected, the drawer will open at the following times.

1. Pressing Control 'O' from the Point of Sale menu.
2. At the completion of any sale in which the amount paid is more than zero (0).

8.8 Lockout (Control 'L')

Because of the cash drawer support, we have added a system lockout

feature. Type Control 'L' and enter a lockout code. The system will now be locked out until this code is entered again. This will allow a salesperson to leave their register unattended with reasonable security.

9. Labels (Also see Sorts, section 10)

9.1 Vendor (Selection 7)

Pressing '7' will display a sub-menu for vendor labels. The options are, 1 All Vendors, 2 Selected Vendors, and 3 Return to Menu.

1 All Vendors:
Enter '1' and you will be asked to enter the vendor prefix and vendor number. The vendor number you enter will be the starting point for printing the vendor labels. Next, you will be asked to enter the number of label lines. The standard mail label has six lines. Once entered, the system will print mailing labels for all the vendors, starting with the vendor number that you entered.

2 Selected Vendors:
Enter '2' and you will be asked for the vendor prefix and number. Next, you will be asked for the label length. Once entered, a label for that vendor will be printed.

9.2 Account (Selection 8)

Press '8' and a sub-menu will be displayed. The options are, 1 All Accounts, 2 Selected Accounts, 3 Outstanding Accounts, and 4 Return to Menu.

1 All Accounts:
Enter '1' and you will be asked for the account prefix, the account number, and the number of label lines. The system will print all the labels, starting with the account number that you entered.

2 Selected Accounts:
Enter '2' and you will be asked to enter the account prefix, the account number, and the number of label lines. The system will print a label for the account number entered.

3 Outstanding Accounts:
Enter '3' and you will be asked to enter the prefix, the account number, and the number of label lines. The system will print a label for all accounts with a balance of more than zero, starting at the point of the account number you entered.

9.3 Parts (Selection 9)

Press '9' to print price labels for your stock. The label required is the standard mailing label size of 15/16" X 3 1/2".

Enter the prefix and item number. When the item is found, it will be displayed and you will be asked 'Is this the one'. Next you will be asked for the number of labels you want. Next, you will be asked to enter the sale price. Enter this the same way that you would for an invoice. Return uses the price in the file, a minus number will deduct that percentage, and a standard entry will use that amount. Next, you will be asked if the information entered is correct. If you press 'Y' then the labels will be printed.

The labels consist of the prefix and item number, the price that is in the record, the description, the part number, the date, your company name, and special price if one was entered.

10. Sorts

Sorted printed listing are now available for account list, vendor list, inventory list, price list, and mailing labels for accounts and vendors. The options are:

Account and Vendor List and Mail labels by:	Inventory and Price List by:
1=Number	1=Item Number
2=Name	2=Part Number
3=City	3=Description
4=State	
5=Zip Code	

These sorts are done in memory for speed. System memory may limit the size of the file the program can sort. CAUTION should be used installing print spoolers, ramdisk, etc. Be sure and leave enough memory for the program.

11. EXPENSES

Main menu selection Z is the selection for keeping track of your expenses.

When choosing to enter expenses, press 'Z' from the main menu and the screen will show 28 predefined catagories of expenses. These were choosen because of their relations to the Schedule 'C' of the 1040 Income tax form. To enter an expense, enter the catagory number, then enter the amount. When entries are completed, enter '29' or '30' to exit back to the main menu. If you print an expense report(29), you will be given the opportunity to clear the totals. This should normally only be done at the end of a reporting period.

This feature will provide you, or your CPA, with the information needed for taxes or other purposes fast, and without having to go through and sort them at the end of the year. Make a habit of inputing your expenses often. This will help insure that you get credit for them.

12. System Files

The SBM 86 generates two files once System Setup is completed. These files are named 'setup.dat' and 'expense.dat'. Deleting these files will loose will all system data. Upon completion of your first invoice or quote, a file named 'lastinv.dat' is also generated. This is a temporary file for the sole purpose of allowing you to get multiple copies of the latest transaction. 'Ctrl I' will copy this to the printer.

Inventory, account, and vendor files are created when you make

your first entry into the system. The prefix that you assign to these will become the filename. This prefix can be any legal file descriptor without an extension name. All inventory files will be assigned a '.inv' extension by the system. All vendor files will be assigned a '.ven' extension, and all account files will be assigned a '.aco' extension. For examples, entering: 'a' would create a file with the name 'a.inv' on/in the default location; 'b:a' would create a file named 'a.inv' on disk drive B.; 'c:\fa\fb\hidden' would create a file named 'hidden.inv' in subdirectory 'fb' of directory 'fa' on disk drive 'c'. For ease of use, we do not recommend using files similar to this last example, and because these prefixes will be used to identify parts, the shorter name will mean less keys to press.

Remember that you can have as many different files as you want, or maybe don't want. If you try to get a record from a file that does not exist, that file will be created. I call these junk files because they were created by an entry error. They will not hurt anything, but you will probably want to delete them from time to time so your directory will not get to large. These files are easily identified by their file size,'0'.

How many files should you have? Unless you are dealing with thousands of entries, or different kinds of customers, one file each will probably work best. THINK about your particular needs BEFORE you decide.

13. Warranty

Newell Industries warrants only the media on which the software is recorded. Newell Industries will replace any original system diskette that fails to load. No warranty is implied on the usefulness of this system, and no refund will be given in any case.

14. Upgrade Policy

Newell Industries will upgrade the system diskette and manual to the latest version for $10.00. This upgrade is limited to registered owners, and the original system disk must be returned to Newell Industries post paid.

15. Comments

This system was designed for general use for a large variety of applications. We believe that the features contained within the program will support the majority of the users applications.

Contact Newell Industries (214-442-6612) if you need to customize the program for your application.

SBM 86 Registration

In order to to receive notification of updates and notices that may be vital to the operation of your system, please fill out and return this registration form to:

Newell Industries
P. O. Box 253
Wylie, TX. 75098

Company Name ____.

Contact Name ____.

Address ____.

City, State, Zip ____.

Country ____.

Phone Number ____.

Serial Number on Disk ____.

Version Number ____.

Place of Purchase

Name ____.

Address ____.

City, State, Zip ____.

Country ____.

Phone Number ____.

Your Comments: